

---

## INTRODUCTION

Specific assistance funds are available for certain direct human services contracts and clients, subject to contract requirements. The goal for use of the funds is to meet the needs that impact a family's ability to maintain safety.

Funds may be included in a contract where the contractor has significant case management responsibility. Funds may be used to address personal needs of clients to advance accomplishment of treatment goals.

The following conditions must be met:

- The amount of specific assistance funds in a contract must be a minor part of overall funding.
- Funds/goods are distributed only as part of another primary service which requires a client assessment, formal written service plan, and contact with the client over a period of time.

## ALLOWABLE USES OF SPECIFIC ASSISTANCE

Specific assistance funds are made available to purchase goods and services through contractual services in situations where money from other resources is not available to meet the family's needs.

- Funds are to be used only to meet case-related individual family needs and may not be utilized in any other fashion.
- Funds may be used appropriately to purchase items or services needed by the family, consistent with contract related intervention.
- Purchase of bus tokens, diapers, cleaning supplies, housing assistance, teaching aids, furniture, emergency food, clothing, housing or utility requirements, medical supplies, medicines prescribed by an attending physician, child care items or required household cleaning or maintenance apparatus are examples of appropriate uses.

---

**UNALLOWABLE  
PURCHASES**

Purchases with specific assistance funds must be limited to individual client/family specific purchases. It is not appropriate to:

- Make multiple purchases to maintain goods for future needs.
- Secure vouchers or commodities in anticipation of future need.
- Make across the board purchases of commodities or services to be provided to all clients. Purchases should be specific to each family's treatment goals.

**ADMINISTERING  
SPECIFIC  
ASSISTANCE FUNDS**

Contractors are required to develop a plan to administer specific assistance monies. The plan may be designed by the contractor in accordance with their administrative structure and accounting procedures. Consideration should be given to the importance and necessity of the expenditure in the decision to use specific assistance funds.